

**BY ORDER OF THE COMMANDER  
MARCH AIR RESERVE BASE**

**MARCH AIR RESERVE BASE  
INSTRUCTION 21-104**



**20 SEPTEMBER 2013**

***Maintenance***

***FOREIGN OBJECT DAMAGE (FOD)  
PREVENTION PROGRAM DROPPED  
OBJECT PREVENTION (DOP) PROGRAM***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This March Air Reserve Base Instruction (MARBI) implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance*. This MARBI extends the guidance of Air Force Instruction (AFI) 21-101, *Aircraft and Equipment Maintenance Management*; AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*; AFI 91-204, *Safety Investigations and Reports*; and T.O. 00-35D-54, *USAF Deficiency Report, Investigation, Resolution*. These higher headquarters publications must be read and adhered to in conjunction with this instruction. This MARBI is applicable to all personnel performing duties on March Air Reserve Base. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gessaf61a/afirms/afirms/>. The use of the name or mark of any specific manufacturer, commercial product, commodity or service in this publication does not imply endorsement by the Air Force.

***SUMMARY OF CHANGES***

This publication has been revised to clarify MXG/QA role in lost tool inspections and removes Weekly FOD Walk compliance report forms. This version incorporates requirements of AFI 21-

101. This revision uses the word “agency” to mean all entities having personnel who work on or traverse areas on the flight line side of the Graeber Street wall. A margin bar indicates newly revised material. Revised [paragraph 9.2](#) to change responsibility to organize and conduct each weekly FOD walk. Revised [paragraph 10.6](#) to add only covered trash receptacles will be used. Containers will only be filled to a level that will allow covers to be completely closed at all times. Revised [paragraph 15.3.3](#) to change responsibility from QA to MOO/MX SUPT shall determine when the search may be discontinued. Ensure documentation is accomplished and a completed AFRC Form 174 is forwarded to QA. Revised [paragraph 17.2](#) to delete wing safety requirements. Revised [paragraph 18.3](#) to delete “Observations will be recorded on Attachment 4 and a copy provided to that unit’s FOD monitor for appropriate action. Deleted paragraph 19.3 and Attachment 4.

### **1. Foreign Object Damage (FOD)/Dropped Object Prevention (DOP) Program.**

1.1. The 452 AMW vice wing commander (452 AMW/CV) will serve as the Base FOD Prevention Program Manager and will appoint the Base FOD/DOP Program Monitor.

### **2. Base FOD Monitor Responsibilities.**

- 2.1. Prepare and present a FOD summary during FOD Prevention Committee meetings.
- 2.2. Prepare and e-mail a monthly FOD report to the FOD Prevention Committee members.
- 2.3. Serve as the base focal point for FOD prevention, investigation and reporting.
- 2.4. Develop a program to conduct and document spot inspections of the airfield weekly to ensure all areas of the airfield are inspected at least once a quarter.

### **3. Squadron/Agency FOD Responsibilities.**

3.1. Squadron commanders/agency supervision or designated representatives attend FOD/DOP Prevention Committee meetings.

3.2. Maintenance operations and base support squadrons and agencies whose personnel perform duties in, on or around aircraft, munitions, aerospace ground equipment or components thereof will appoint a primary and alternate FOD Prevention NCO (SSgt or above) or civilian equivalent in writing and forward the appointment letter to the Base FOD/DOP Program Monitor (452 MXG/MXQ).

3.3. The designated FOD Prevention NCO may assist the FOD monitor with an in-depth inspection to determine the cause of a FOD incident. *EXAMPLE:* materiel failure, not following directive, etc.

3.4. Agencies owning or maintaining aircraft hangars or other flight line facilities must develop procedures to keep the facilities free of foreign object(s) (FO).

3.5. Ensure personnel receive both initial and annual refresher FOD training.

3.6. Each agency represented on the FOD/DOP Prevention Committee, except for wing safety, will develop procedures pertaining to its activity, if not covered herein.

3.6.1. Agencies will develop checklists or forms pertaining to their program compliance, establish a FOD control procedure within their activity, ensure deficiencies are corrected and report deficiencies to the Base FOD Monitor for assistance, if corrective actions cannot be accomplished within the organization.

**4. Jet Engine FOD Prevention.**

- 4.1. Aircraft engine inlet, exhaust and pitot covers shall be installed for any aircraft not scheduled to fly within 48 hours or as directed in applicable technical orders.
- 4.2. Prior to and after ground maintenance runs and any engine inlet and exhaust maintenance, the inlet and exhaust will receive a FOD inspection. Inlet and exhaust inspections will be documented with a Red X symbol in the AFTO Form 781A/appropriate aircraft forms.
- 4.3. A protective mat must be in place prior to any entrance into an engine inlet. All jewelry and Restricted Area badges will be removed and pockets emptied of all contents prior to entrance into engine inlet/exhaust. A pocketless, zipperless, buttonless “bunny” suit will be worn whenever physical entry into an aircraft intake/inlet or exhaust is required.
- 4.4. Uninstalled aircraft engines will have proper intake and exhaust covers in place at all times, except to facilitate maintenance and inspection.

**5. Aircraft Towing FOD Prevention.**

- 5.1. All users of maintenance hangars shall perform a FOD walk across the hangar floor before any aircraft is towed in or out.
- 5.2. A FOD walk shall be performed before and after an aircraft is taxied or towed on or off a parking spot.

**6. Parts Control:**

- 6.1. Ensure FOD bags (plastic/cloth) are available and used to control hardware during maintenance.
- 6.2. FOD bags located on maintenance stands will be emptied at the completion of each task and prior to being stowed.
- 6.3. Screw bags will be on hand and utilized when removing any screws or fasteners and be attached to the panel, aircraft or equipment.

**7. Maintenance Practices:**

- 7.1. Ensure all work tasks, regardless of location, include a thorough cleanup as part of that task.
- 7.2. All lines that are exposed after a component has been removed or cannibalized will be capped/plugged. Cannon plugs and quick disconnects exposed after a component has been removed may be either covered or bagged.
- 7.3. All removed aircraft panels will have associated compartments inspected for foreign objects before closing panels.

**8. Personal Items:**

- 8.1. Wigs, hairpieces, metal hair fasteners, earrings or any other jewelry that may fall off without notice are not authorized on the flight line.
- 8.2. Restricted Area badges will be secured with a subdued nylon/cotton cord or armband.

8.3. Hats are authorized for wear on the flight line, but will not be worn within the danger area of an operating engine or APU.

8.4. Glass containers (other than those in sample kits and cleaning kits) are prohibited on the flight line.

8.5. Air Force approved personal hydration packs are authorized for use on the flight line; however, they are not authorized inside the intake or exhaust.

8.6. Personal electronic/communications devices (pointers, cell phones, computers, etc.) are not allowed for use in industrial areas, hangars or on the flight line. All government issued electronic devices for maintenance personnel will be properly identified through the applicable tool accountability system and accounted for/controlled in that manner. All aircrew members will maintain positive control of all electronic devices when brought to the flight line, aircraft or industrial areas.

## **9. Agency FOD Prevention NCO/Representative Responsibilities.**

9.1. Serve as the squadron/agency focal point for FOD prevention and reporting.

9.2. Organize and conduct each weekly FOD walk. Maximum participation is required by all personnel to adequately inspect the assigned area.

9.3. Notify the Base FOD Program Monitor when scheduled FOD walks are not conducted. Notification via e-mail must include reason for non-accomplishment.

9.4. Ensure personnel participating in FOD walks have appropriate personal protective equipment and have a flight line authorization badge or are escorted while on the flight line.

## **10. Vehicle and Equipment Requirements/Operations.**

10.1. Pintle hook security pins with retaining chain/cable will be installed in the pintle hook receptacle at all times.

10.2. Vehicle operators are responsible for monitoring and emptying the FO container each work shift.

10.3. Prior to entering the airfield, and at all FOD checkpoints, all vehicle operators will stop, turn off the engine, properly set transmission and parking brake and perform a FOD check and perform a tire FOD inspection and removal (EXCEPTION: Vehicles with equipment that may be damaged or degraded may keep engines running however, driver must set parking brake, place the transmission in neutral or park as appropriate and chock the rear wheels. Units requiring this exception will notify Airfield Management and 452 MXG/MXQ via memorandum with supporting documentation) . Roll the vehicle forward enough to expose the portion of the tire previously contacting the ground, inspect the tires and remove FOs. Ensure all onboard items are secure so as not to produce a FOD occurrence. All airfield drivers must adhere to MARBI 10-201, *Airfield Driving Instruction*, requirements.

10.3.1. Personnel in vehicles entering the aircraft parking ramp from unpaved roads or surfaces shall stop the vehicle, turn off the engine, properly set transmission and parking brake and perform a FOD check by visually checking the tires, body and undercarriage for trapped debris. Roll the vehicle forward enough to expose the portion of the tire previously contacting the ground and check the tires again.

10.4. Individuals using powered and non-powered aerospace ground equipment (AGE) are responsible for ensuring there is no foreign object (FO) left on them after use, to include emptying FO containers attached to equipment.

10.5. Personnel performing any type of activity, operation or maintenance action in or around aircraft, munitions, aerospace ground equipment or components thereof shall practice good housekeeping and ensure all trash, loose hardware and other FOs are removed when the activity is complete. Remove all FOs from CTKs after completion of maintenance.

10.6. Building managers of activities located within aircraft operating areas are responsible to ensure a FOD free environment. Outside areas will be kept free of FOD producing items/conditions. Only covered trash receptacles will be used. Containers will only be filled to a level that will allow covers to be completely closed at all times.

## **11. Procedures for FOD Incidents on March ARB.**

11.1. In the event of a FOD incident other than minor sand nicks or scratches (Exception: for FOD due to bird/wildlife strike, see paragraph 16, procedures for bird/wildlife strike), the production superintendent/agency supervisor will notify the 452 MOC and obtain a job control number. MOC will then notify the Base FOD Program Monitor and QA prior to any repair actions being initiated. The production superintendent/agency supervisor will also ensure an AFRC Form 42 is initiated and forwarded to the Base FOD Monitor and QA.

11.2. The squadron/agency FOD Prevention NCO/civilian equivalent will notify their squadron commander/agency manager and affected maintenance supervision of the FOD incident as soon as possible.

11.3. The squadron/agency FOD Prevention NCO/civilian equivalent will assist the program monitor with the investigation.

11.4. The work center involved in the investigation or repair will ensure evaluated or repaired FOD is documented on the AFTO Form 95 or appropriate aircraft form. Tenants/Agencies will also follow their respective directives on FOD recording and reporting and will provide a courtesy copy to the base FOD monitors.

## **12. Procedures for FOD Incidents Away from March ARB.**

12.1. When a FOD incident takes place at a location other than March ARB, mission essential ground personnel (MEGP) or a crew member, if no MEGP is present, will inform the host base of the incident. The host base will investigate the incident and initiate the report.

12.2. The MEGP, or selected crew member, will notify the home station MOC as soon as possible, to include faxing or e-mailing the completed report (AFRC Form 42).

12.3. The MEGP, or selected crew member, will provide updates to the MOC whenever new information on the FOD incident is uncovered.

## **13. Procedures for FOD Incidents Involving Transient Aircraft.**

13.1. In the event of a FOD incident, the on-shift transient alert (TA) supervisor will notify the 452 MOC and obtain a job control number. The TA supervisor shall enter the discrepancy in the aircraft forms.

13.2. The TA supervisor shall ensure an AFRC Form 42 is initiated and will contact the Base FOD Monitor and QA to investigate the incident.

#### **14. Maintenance Operations Center (MOC) FOD Responsibilities.**

14.1. The MOC will run a quick reaction checklist (QRC) for foreign object damage/dropped object prevention when a FOD or suspected FOD incident occurs.

14.2. The MOC will dispatch the FOD monitor/QA representative to investigate the source of the FO and take photographic documentation (as needed) for the FOD report. Corrective action cannot begin until authorized by QA.

#### **15. Procedures for Lost Item/Tool in Flight Station/Flight Deck.**

15.1. All aircrew members must account for all personal items prior to and after each flight and ensure any items that become lost during flight are documented in the aircraft AFTO 781A.

15.2. All personnel will be aware of cockpit foreign objects and potential hazards at all times (Example: loose hardware, any related parts missing or loose, all crew equipment) and take necessary actions to correct any discrepancies.

15.3. When an item/tool is lost in the flight station and not immediately found, the following actions will be required before the aircraft is released:

15.3.1. Enter a Red X for the lost tool/item in the aircraft 781A forms.

15.3.2. Conduct a thorough search of the flight station area. Move or remove any applicable panels, equipment, throttle guards, seats and necessary boxes to facilitate the search. Use flexible borescope to locate FO if required.

15.3.3. MOO/MX SUPT shall determine when the search may be discontinued. Ensure documentation is accomplished and a completed AFRC Form 174 is forwarded to QA.

#### **16. Procedures for Bird/Wildlife Strike.**

16.1. Bird/wildlife strike damage must be investigated and reported to higher headquarters by the 452 AMW Safety office. The following procedures will be followed:

16.2. Upon discovery of a bird strike to an engine intake area, a Red X entry will be placed in the aircraft forms, requiring an inlet inspection by a qualified technician. Particular attention is required to the leading edges of second stage fan blades. The 452 MOS/MOC, 452 AMW Flight Safety office, SSI/OSAA (Airfield Management), 452 MXG QA/FOD Program Monitors must be notified.

16.3. Bird remains will be collected for type matching. Contact the 452 AMW/SEF for disposition of collected remains. Water, bleach/cleaners should not be used to collect samples of bird remains. Alcohol swabs or alcohol solution is an approved method to recover remains.

#### **17. MOC Bird/Wildlife Strike Responsibilities.**

17.1. The MOC shall run QRC for bird strike when an incident or suspected incident occurs.

17.2. If damage is found, the MOC will dispatch QA to investigate the damaged area before any corrective action can begin.

## 18. FOD Walks and Areas of Responsibility.

18.1. FOD walk frequency and areas of responsibility can only be changed with the concurrence of the Base FOD Monitor. They will be completed every Wednesday at 0715. Swing shift 452 AMXS will perform a FOD walk in their area of responsibility at 1500.

18.2. All foreign objects recovered during FOD walks will be deposited into the FOD receptacle behind Bldg 355 at the south end, adjacent to the drive through gate with Attachment 2 attached.

18.3. Weekly, Base FOD Monitors/452 MXG QA personnel will observe randomly chosen FOD walks in progress.

18.4. Sweeper requests for areas other than those on the schedule will be submitted through the Base Airfield Operations contractor.

18.5. Flight line FOD walk areas of responsibility are as follows in **Table 1**.

**Table 1. Flight Line FOD Walk Areas Of Responsibility.**

<b>452 AMXS</b>	<b>P, R, S, T, U rows and Wash Racks 1 &amp; 2 and adjacent flight line road.</b>
<b>452 MXS</b>	<b>First shift will assist on the 752d and 452d assigned ramp areas. Second Shift Ramp area is around hangars 2303, 2306, 2312 and adjacent flight line road</b>
<b>752 AMXS</b>	<b>B,C,D, E, F, and G rows and adjacent flight line road</b>
<b>144 FW (F-16)</b>	<b>Alert Area and A row</b>
<b>Customs</b>	<b>I row and adjacent flight line road</b>
<b>452 OSS/OSAA</b>	<b>L and K rows and adjacent flight line road</b>
<b>452 APSF</b>	<b>JI Yard and adjacent flight line road</b>
<b>Transient Alert</b>	<b>J row and adjacent flight line road</b>
<b>Aero Club</b>	<b>H row and adjacent flight line road</b>

## 19. Golden Bolt Award.

19.1. Throughout each quarter, the Base FOD Program Monitor or QA representative will place a FOD “golden bolt” in or near a work area. The purpose of this golden bolt is to test the quality of the FOD walk.

19.2. Individuals who find the golden bolt will return it to the Base FOD Monitor or designated representative immediately upon the completion of the FOD walk. These individuals are eligible to receive the Golden Bolt Award.

## 20. FOD/DOP Prevention Committee Meeting.

20.1. Base FOD/DOP Prevention Committee meetings ensure the FOD prevention program is sound and meeting base needs. Minimum attendee representation is all group commanders, director(s), commanders of units with maintenance personnel, safety, CE, airfield manager, security forces, heads of tenant and contract agencies with personnel who perform work in or traverse any flight line/aircraft parking or maintenance area or their

designated representatives. The chairperson designates additional attendees (e.g., agencies, detachments) as required.

**21. DOP Program.**

21.1. The 452 AMW/CV will serve as the DOP Program Manager.

**22. 452 AMW DOP Program Monitor Responsibilities.**

22.1. Take photos of the location on the aircraft of the dropped object (DO) damage.

22.2. Prepare and present a DO summary during FOD/DOP Committee meetings.

22.3. Ensure any DO report that resulted in a finding of material failure includes verification that a deficiency report was submitted.

**23. Group Commander/Agency Responsibilities.**

23.1. Ensure personnel who operate, maintain or service aircraft receive initial and annual DOP Prevention training.

23.2. Ensure all units that fly, service or maintain aircraft develop a DOP program.

**24. 452 MXG MOC DOP Program Responsibilities.**

24.1. The MOC will run the QRC for Dropped Object Damage/Dropped Object Prevention Program when a DO or suspected DO incident occurs.

24.2. The MOC will notify the DOP program monitor/QA.

**25. Squadron/Agency DOP Program Responsibilities.**

25.1. Commanders/agency supervision will appoint a primary and alternate DOP monitor in writing and forward the appointment letter to the Base DOP Monitor (452 MXG/MXQ).

25.2. The squadron/agency DOP monitor helps the base DOP Program Monitor perform investigations, collect data and recommend preventative measures to squadron/agency and group commanders.

**26. Procedures for Dropped Object (DO) Incidents at March ARB.**

26.1. Anyone suspecting a dropped object will immediately notify their respective production superintendent/agency supervisor.

26.2. The production superintendent/agency supervisor will notify the 452 MOC of the DO and obtain a job control number immediately upon discovery. The production superintendent/agency supervisor will ensure the DO is written up in the aircraft forms and notify the squadron/agency DOP monitor. *NOTE:* No maintenance of any type will be accomplished in the DO area until the DOP monitor/QA has investigated the incident.

26.3. The squadron/agency DOP monitor will perform a preliminary DO investigation using Attachment 3. When material failure or design deficiency is determined, or a suspected cause, the owning unit will submit a quality deficiency report to the 452 MXG QA office in accordance with 00-35D-54. When trends are identified, the QA office will initiate referral reports to ensure actions are taken to correct the problem.



26.4. Squadron/agency maintenance supervision shall verify that the preliminary findings are technically accurate prior to submitting the Attachment 3 worksheet to the 452 MXG DOP Program Monitor.

26.5. Findings shall be faxed, e-mailed or delivered to the 452 MXG DOP Program Monitor within 24 hours of a DO incident.

26.6. Tenants/Agencies will follow their respective directives on DOP reporting and will provide a courtesy copy to the base DOP monitors.

**27. TA Maintenance Dropped Object Procedures at March ARB.**

27.1. The on-shift TA supervisor will notify the MOC to obtain a job control number and ensure the DO is written up in the aircraft forms. MOC will then notify the Base DOP Monitor of the DO.

27.2. TA Maintenance will fill out Attachment 3 as soon as possible and e-mail, FAX or deliver it to a 452 MXG MOC, 452 MXG Quality Assurance as soon as possible.

27.3. The Base DOP Program Monitor/QA will review the Attachment 3 worksheet for accuracy before forwarding to the aircraft's home station.

27.4. The Base DOP Program Monitor/QA will brief the 452 MXG Commander or his designated representative before forwarding the DO report to the aircraft's home station.

**28. Procedures for DO Incidents Away from March ARB.**

28.1. Operational crew members or MEGP will ensure the on-station QA office and MOC are notified of the DO.

28.2. Operational crew members or MEGP will contact the home station MOC and provide as much information as is available. Provide photographs when possible.

SAMUEL C. MAHANEY, Col, USAFR  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 21-1, *Air and Space Maintenance*, 25 Feb 03

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 26 Jul 2010

AFI 91-204, *Safety Investigation and Reports*, 24 Sept 08

AFMAN 33-363, *Management of Records*, 1 Mar 08

AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, 15 Jun 2012

T.O. 00-35D-54, *USAF Deficiency Report, Investigation, Resolution*, 1 Nov 2011

***Prescribed Forms***

AFRC Form 42, *Foreign Object Discrepancy (FOD) Mishap Investigation Checksheet*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AFTO Form 781A, *Maintenance Discrepancy and Work Document*

AFTO Form 95, *Historical Data*.

AFRC Form 174, *Lost Tool/Object Report*

***Abbreviations and Acronyms***

**AFPD**—Air Force Policy Directive

**AF IMT**—Air Force Information Management Tool

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFOSHSTD**—Air Force Safety and Health Standard

**AFRC**—Air Force Reserve Command

**AFRIMS**—Air Force Records Information Management System

**AFTO**—Air Force Technical Order

**AGE**—Aerospace Ground Equipment

**AMXS**—Aircraft Maintenance Squadron

**AMW/CV**—Vice Wing Commander

**APU**—Auxiliary Power Unit

**ARB**—Air Reserve Base

**AMW**—Air Mobility Wing

**Bldg**—Building

**CE**—Civil Engineering  
**CTK**—Consolidated Tool Kit  
**CV**—Vice Commander  
**DO**—Dropped Object  
**DOP**—Dropped Object Prevention  
**FO**—Foreign Object  
**FOD**—Foreign Object Damage  
**FW**—Fighter Wing  
**HSC**—Home Station Check  
**ISO**—Isochronal Inspection  
**MARBI**—March Air Reserve Base Instruction  
**MEGP**—Mission Essential Ground Personnel  
**MOC**—Maintenance Operations Center  
**MOO**—Maintenance Operations Officer  
**MOS**—Maintenance Operations Squadron  
**MX**—Maintenance  
**MXG**—Maintenance Group  
**MXG/CC**—Maintenance Group Commander  
**MXG/MXQ**—Maintenance Group Quality Assurance  
**MXS**—Maintenance Squadron  
**NCO**—Non-Commissioned Officer  
**OI**—Operating Instruction  
**OPR**—Office of Primary Responsibility  
**OSAA**—Operations Squadron Airfield Administration  
**PRO SUPER**—Production Superintendent  
**QA**—Quality Assurance  
**QRC**—Quick Reaction Checklist  
**RDS**—Records Disposition Schedule  
**REFURB**—Refurbishment Inspection  
**SEF**—Flight Safety Office  
**SSI**—Satellite Services, Incorporated  
**SUPT**—Superintendent

**TA**—Transient Alert

**TAS**—Tool Accountability System

**T.O.**—Technical Order

**Attachment 2****WEEKLY FOD COLLECTION FORM**

1. This form is to be used to document weekly FOD collection resulting from FOD walks. Assigned FOD Walk Areas will be randomly observed by Base FOD Program Monitors / Unit/Agency Quality Assurance personnel.
2. All collected FOD will be consolidated in 1 bag, or as few as possible, be attached to this form and deposited into the FOD container located on the south side of building 355.

Date/Time: \_\_\_\_\_

Area/Location: \_\_\_\_\_

Unit / Agency Involved: \_\_\_\_\_

Observations: \_\_\_\_\_

Description of Items Found: \_\_\_\_\_

Recommended Improvements /  
suggestions: \_\_\_\_\_Items Recovered Turned in  
For Cataloging: YES/NO                      Circle one

Other: \_\_\_\_\_

Signature of Squadron/Agency FOD Representative: \_\_\_\_\_

Phone: \_\_\_\_\_

## Attachment 3

**DROPPED OBJECT REPORTING CHECKLIST**

\* = To be filled out by Quality Assurance

**1. Dropped Object RN:**

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**2. Mission, Design, Series:**

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**3. Type Mission:**

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**4. Aircraft Tail Number:**

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**5. Owning Organization and Base:**

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**6. Origin of Sortie:**

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**7. Date of Incident and Discovery Location:**

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**8. Noun, Item:**

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**9. Geographical Location of Object:**

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**10. T.O., Figure, Index:**

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**11. NSN / Part Number:**

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**12. WUC:**

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**13. \* Date of Last PH/PE/PDM/HSC/ISO:**

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**14. \* Last Maintenance Performed in the Area and Date:**

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**15. \* Investigation Findings:**

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**16. Number Man-hours/Cost Man-hours & Cost to Repair/Replace:**

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**17. \* Actions to Prevent Recurrence:**

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**18. Deficiency Report submitted:**

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**19. Point of Contact:**

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**Other Pertinent Information:**